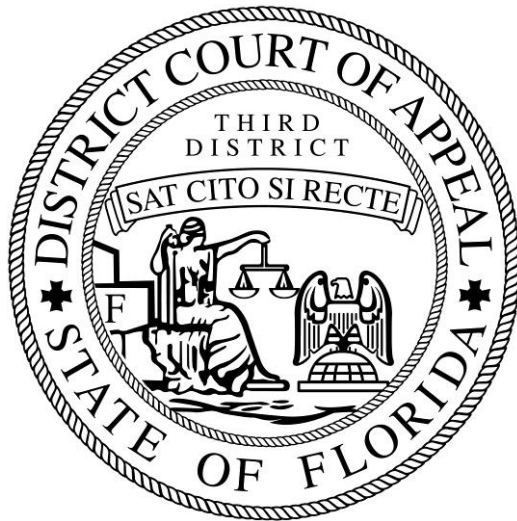


Third District Court of Appeal



A Guide to the Court's Electronic Filing System eDCA

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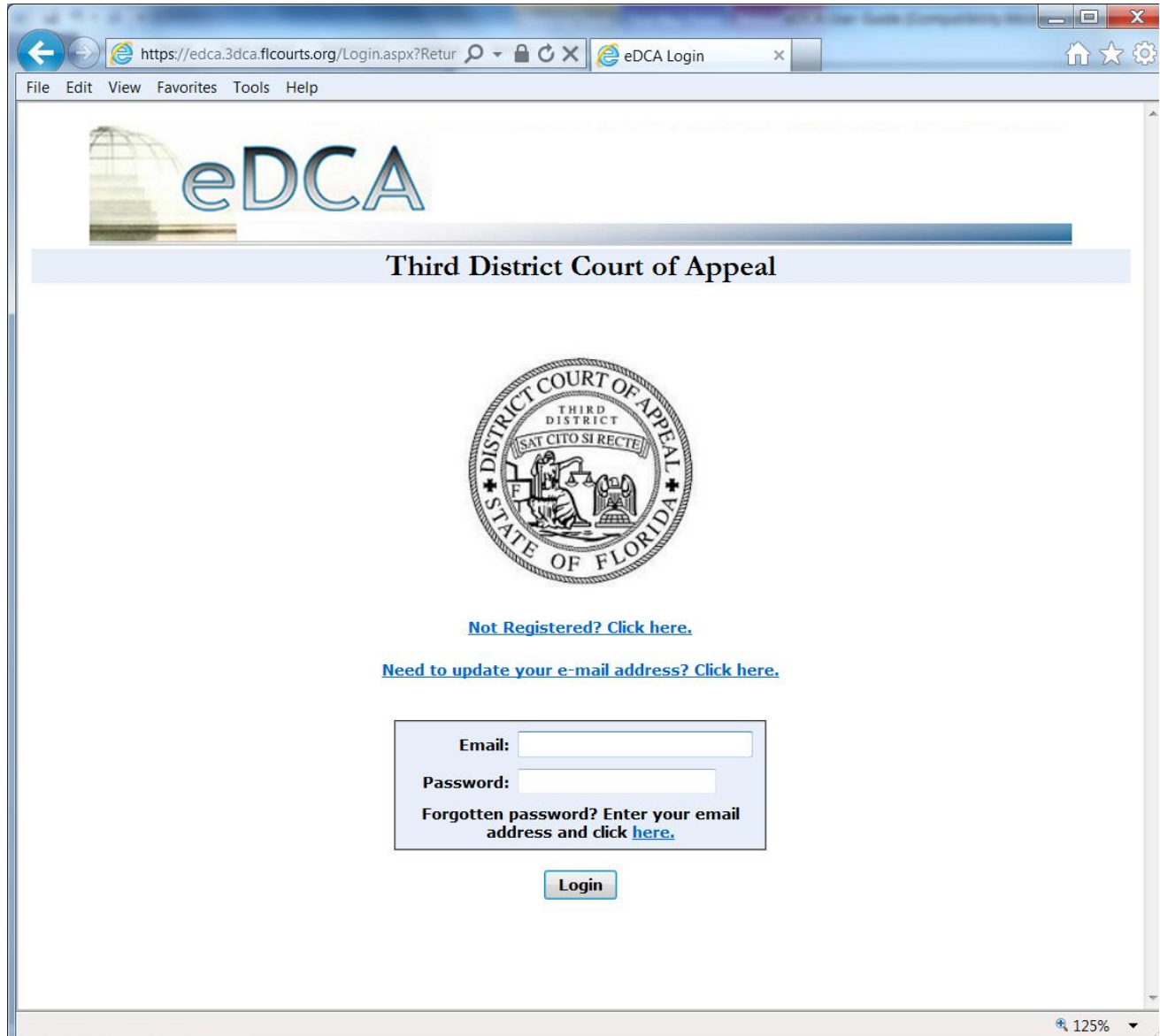
A. Court Website

The court's electronic filing system, eDCA, is accessible directly at <https://edca.3dca.flcourts.org> or by clicking on the **eDCA** link on the left side courts homepage <http://3dca.flcourts.org>.



B. How to Register or Sign In to eDCA


The eDCA link on the court's website will take users to the following sign-in screen where registered users can input their email (username) and password. Non-registered users may register by clicking on the link which states **Not Registered? Click here**



The screenshot shows a web browser window with the address bar displaying <https://edca.3dca.flcourts.org/Login.aspx?Retur>. The page features the eDCA logo and the text "Third District Court of Appeal". Below this is the official seal of the Third District Court of Appeal, State of Florida. The seal is circular with the text "DISTRICT COURT OF APPEAL", "THIRD DISTRICT", "SAT CITO SI RECTE", and "STATE OF FLORIDA". Below the seal are two links: [Not Registered? Click here.](#) and [Need to update your e-mail address? Click here.](#). A login form is centered on the page, containing fields for "Email:" and "Password:", a link for "Forgotten password? Enter your email address and click [here.](#)", and a "Login" button. The browser window also shows a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help", and a status bar at the bottom indicating "125%" zoom.

eDCA

Third District Court of Appeal



[Not Registered? Click here.](#)

[Need to update your e-mail address? Click here.](#)

Email:

Password:

Forgotten password? Enter your email address and click [here.](#)

Login

C. Main eDCA Screen After Signing In

Once signed in, a registered user will see the below screen with the following links at the top of the page:

- Case List
- Case
- Docket
- File Document
- Pending Filings
- Rejected Filings
- My Profile
- Logoff

If a registered user wishes to view a particular case number and is an attorney, party, lower tribunal clerk, lower tribunal judge, or court reporter in that case, the registered user can type in the case number and press **Search**.

https://edca.3dca.flcourts.org/Case.aspx

Case/Party Page

File Edit View Favorites Tools Help

Convert Select

eDCA

Third District Court of Appeal

[Case List](#) [Case](#) [Docket](#) [File Document](#) [Pending Filings](#) [Rejected Filings](#) [My Profile](#) [Logoff](#)

Case No:

vs

Date Filed:	Status:	Proceeding:
Type:	Category:	Circuit:

Parties:

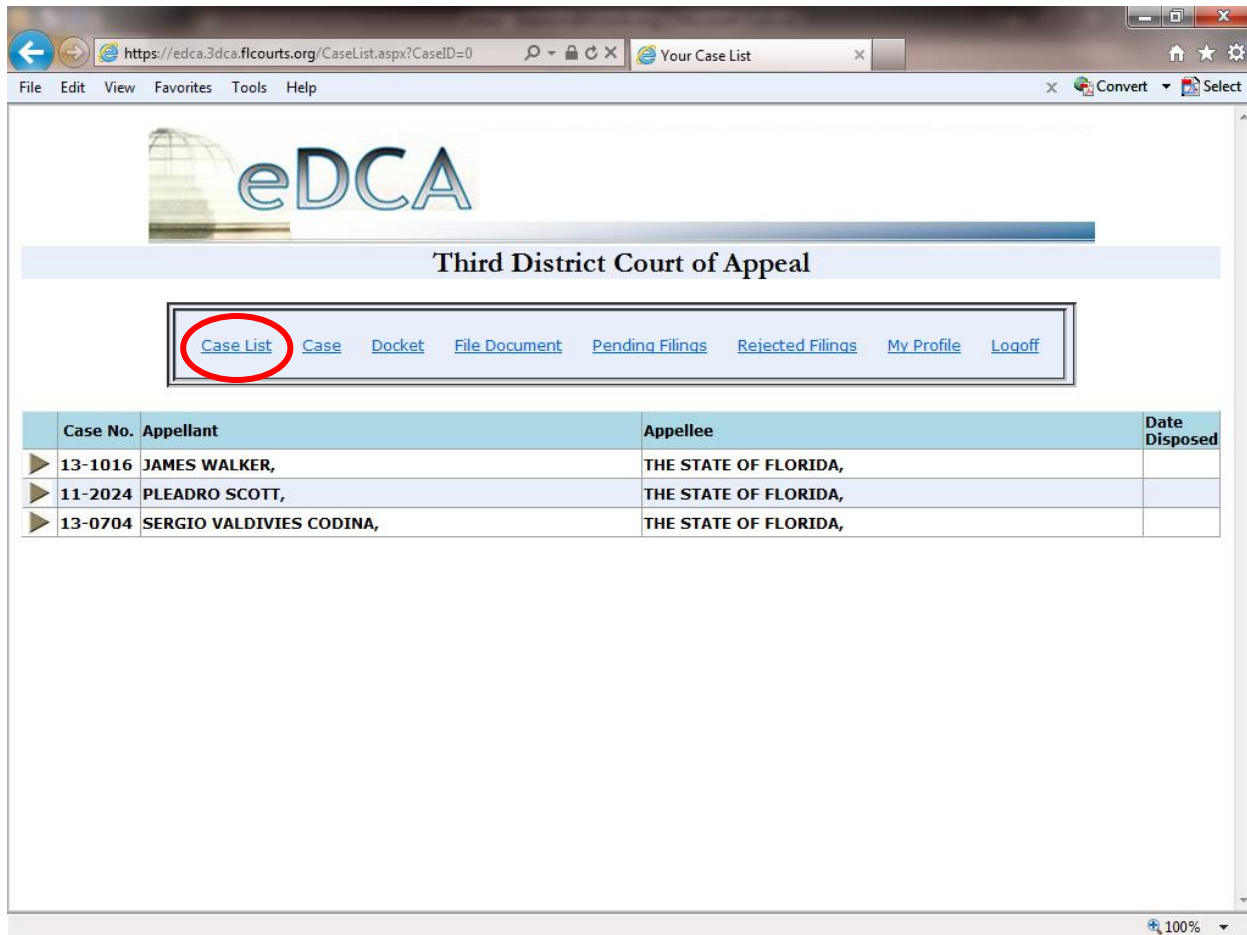
Additional Parties:

Attorneys:

100%

D. Case List

Registered users can click on the **Case List** screen to see a listing of all their cases in this court. Of course, the case list will only include those cases for which a user is an attorney, party, lower tribunal clerk, lower tribunal judge, or court reporter in that case. Registered users can access information in a case by clicking on the brown triangle to the left of the case number.



The screenshot shows a web browser window with the URL <https://edca.3dca.flcourts.org/CaseList.aspx?CaseID=0>. The page features the eDCA logo and the title "Third District Court of Appeal". A navigation bar contains several links: "Case List", "Case", "Docket", "File Document", "Pending Filings", "Rejected Filings", "My Profile", and "Logoff". The "Case List" link is highlighted with a red circle. Below the navigation bar is a table with four columns: "Case No.", "Appellant", "Appellee", and "Date Disposed". The table lists three cases, each with a brown triangle icon to the left of the case number.

Case No.	Appellant	Appellee	Date Disposed
▶ 13-1016	JAMES WALKER,	THE STATE OF FLORIDA,	
▶ 11-2024	PLEADRO SCOTT,	THE STATE OF FLORIDA,	
▶ 13-0704	SERGIO VALDIVIES CODINA,	THE STATE OF FLORIDA,	


E. Case Screen

Clicking on the **Case** link will take the user to information about a particular case. Of course, the user must be on that case in the court's computer system as an attorney, party, lower tribunal clerk, lower tribunal judge, or court reporter to access the docket or case information for the case. If an attorney has not already filed a pleading or a notice of appearance in a case, he or she will not be able to access that case through eDCA until he or she has filed a pleading or a notice of appearance in the case.

The screenshot shows a web browser window with the URL <https://edca.3dca.flcourts.org/Case.aspx>. The page title is "Case/Party Page". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page features the eDCA logo and the text "Third District Court of Appeal". A navigation bar contains links: Case List, Case (circled in red), Docket, File Document, Pending Filings, Rejected Filings, My Profile, and Logoff. Below the navigation bar is a search section with the label "Case No:" followed by a text input field containing "11-2024" and a "Search" button. The page is divided into two main sections by a "vs" separator. The top section is a light blue box containing labels for "Date Filed:", "Status:", "Proceeding:", "Type:", "Category:", and "Circuit:". The bottom section contains three large text input fields labeled "Parties:", "Additional Parties:", and "Attorneys:". The browser's status bar at the bottom shows a zoom level of 100%.

F. Case Docket

This screen will allow a user to view the docket for a case for which he or she is a party or attorney of record.

If a docket entry has a PDF icon  next to it under the “View” column, clicking on that PDF icon will allow the user to view and/or print a copy of the document. If a PDF icon does not appear next to the docket entry, an electronic copy of that document is not available.



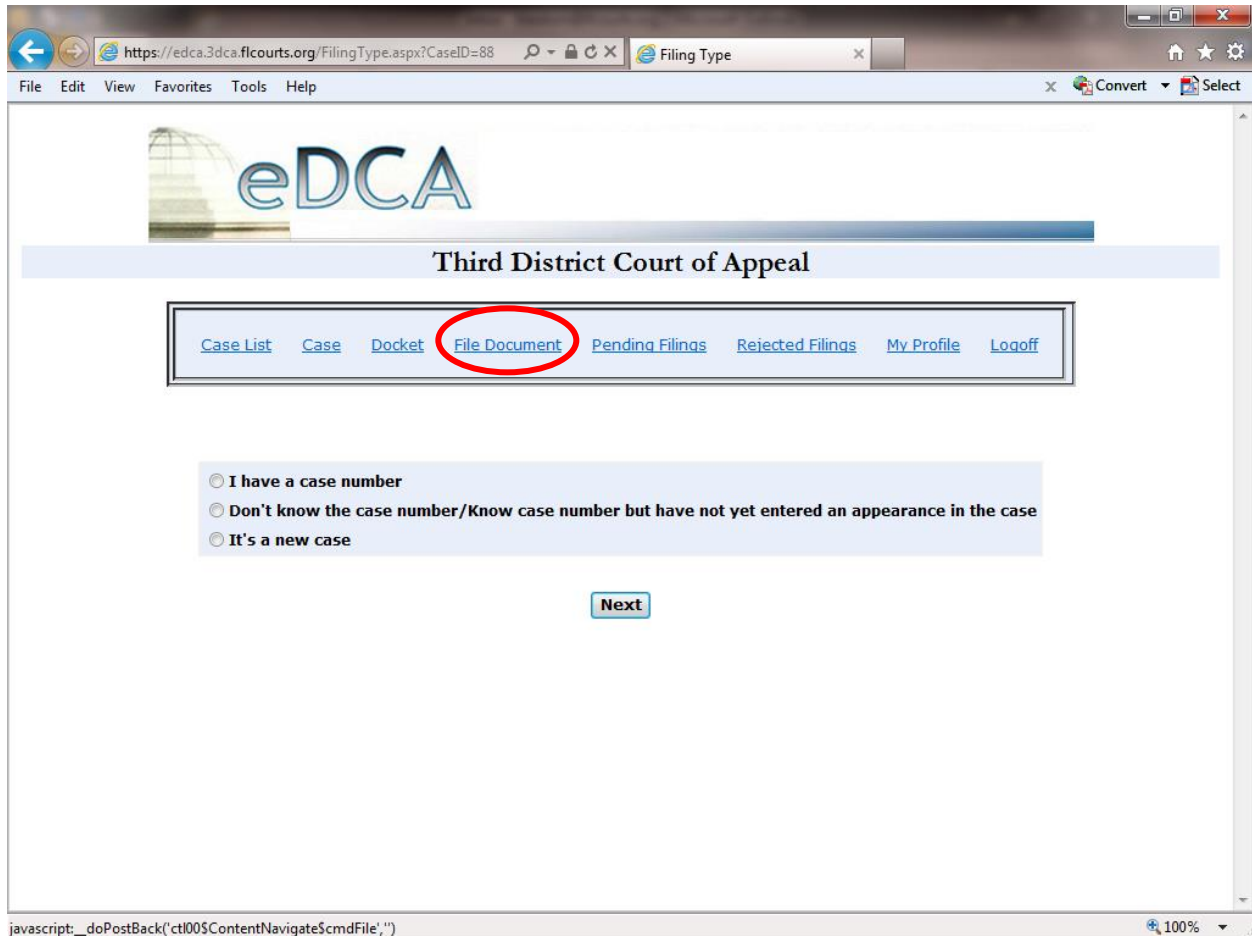
The screenshot shows a web browser window with the URL <https://edca.3dca.flcourts.org/Docket.aspx?CaseID=0>. The page header features the eDCA logo and the text "Third District Court of Appeal". A navigation bar contains links: Case List, Case, Docket (highlighted with a red circle), File Document, Pending Filings, Rejected Filings, My Profile, and Logoff. Below the navigation bar is a search field with "Case No: 112024" and a "Search" button. The case title is "11-2024 PLEADRO SCOTT, vs THE STATE OF FLORIDA,". The main content is a table with columns: View, Date, Type, and Pleading.

View	Date	Type	Pleading
	03/18/2013	Notice	Notice of Oral Argument
	03/18/2013	Notice	Notice of Oral Argument
	03/11/2013	Event	Request for Oral Argument
	02/20/2013	Brief	Appellee's Answer Brief
	01/25/2013	Order	Extension granted to file answer brief NFE (OG04A)
	01/18/2013	Motion	Mot. for Extension of time to file Answer Brief
	11/27/2012	Order	Clerk's notice granting eot (CLKEX)
	11/26/2012	Motion	Mot. for Extension of time to file Answer Brief
	09/25/2012	Order	Clerk's notice granting eot (CLKEX)
	09/24/2012	Motion	Mot. for Extension of time to file Answer Brief
	09/04/2012	Brief	Initial Brief on Merits
	08/07/2012	Order	PD ordered to file brief certain date NFE (OG03C)
	08/03/2012	Motion	Mot. for Extension of time to file Initial Brief
	06/29/2012	Order	Mot to Supplement Rec w/attachment Granted (OG13)
	06/27/2012	Motion	Motion To File Supplemental Record

G. How to File a Document Electronically

When a user wishes to electronically file a pleading with the court, he or she can access the electronic filing area of eDCA by clicking the **File Document** link. The users will be presented with another screen giving three options for filing:

- **I have a case number**
- **Don't know the case number/Know case number but have not yet entered an appearance in the case**
- **It's a new case**



If a user clicks "**I have a case number**," he or she will be asked to type in the case number. eDCA will then automatically fill in the case information and allow the user to upload and file a document. If a user knows the case number he or she wishes to file in but is told the registered user cannot file in that case because the registered user is not an attorney or party of record, they should select the second option, "**Don't know the case number/Know case number** but have not yet entered an appearance in the case." Once a registered user has filed a pleading in a case, they will be added to the court's computer system as an attorney, party, lower tribunal clerk, lower tribunal judge or court reporter in that case.

If the user clicks “**Don’t know the case number/Know case number** but have not yet entered an appearance in the case” or “**It’s a new case**,” the following screen will appear. The user must type in the name(s) of the appellant/petitioner and the appellee/respondent. If the user clicked “**I know the case number**” and typed in the case number, the Appellant/Petitioner and Appellee/Respondent information will already be present.

The screenshot shows a web browser window with the URL <https://edca.3dcourt.org/EFileNC.aspx?NewCaseFlag=0&CaseID=0&>. The browser tabs include "Registered Filers" and "EFile - No Case". The page title is "Third District Court of Appeal". The main content area features a navigation bar with links: [Case List](#), [Case](#), [Docket](#), [File Document](#), [Pending Filings](#), [Rejected Filings](#), [My Profile](#), and [Logoff](#). Below the navigation bar, there are input fields for "Appellant/Petitioner:" and "Appellee/Respondent:". There is an "Emergency" checkbox. The "Document Type:" field is a dropdown menu. Below it is a "Document:" dropdown menu. The "Title(if Other selected above):" field is a text input. The "Filed on behalf of:" field is a text input. The "PDF File to Upload:" field is a text input with a "Browse..." button. The "Note to Clerk (optional):" field is a text input. Below the input fields, there is a link: [Expanded E-Filing Guide with Document Category Reference Sheet.](#) A notice states: "All documents uploaded to the system must be in Adobe PDF Format. [For help meeting this requirement click here.](#)" A disclaimer in blue text reads: "By clicking 'upload' you intend for the Third District Court of Appeal to accept the document described above to be filed. You also acknowledge that this electronic filing is the same content and you have the same 'good faith' obligations as you would on a signed paper document." At the bottom, there is an "Upload" button. The browser status bar shows "100%".

Users should check the “**Emergency**” box only if the electronic filing is an emergency. As well, emergency pleadings should be titled as an emergency pleading, such as an Emergency Petition for Writ of Mandamus or an Emergency Motion to Stay Proceedings Below. If a user is electronically filing a time sensitive emergency petition or pleading, he or she should also alert the clerk’s office by telephone.

The box marked “**Document Type**” is a drop-down box with different categories of documents.

https://edca.3dca.flcourts.org/EFileNC.aspx?NewCaseFlag=0&CaseID=30

File Edit View Favorites Tools Help

Convert Select

eDCA

Third District Court of Appeal

[Case List](#) [Case](#) [Docket](#) [File Document](#) [Pending Filings](#) [Rejected Filings](#) [My Profile](#) [Logoff](#)

Appellant/Petitioner:

Appellee/Respondent:

Emergency ☐

Document Type:

Document:

- Notices of Appeal
- Petitions
- Lower Tribunal Documents
- Briefs
- Appendix
- Motions for Extension of Time
- All Other Motions
- Notices
- Responses to Petitions/Orders/Motions
- Motions for Rehearing/Reinstatement
- Miscellaneous Pleadings
- Supreme Court

Title(if Other selected above):

Filed on behalf of:

PDF File to Upload:

Note to Clerk (optional):

[Expanded E-](#)

All documents uploaded to the system [Supreme Court](#) [Reinstatement click here.](#)

By clicking "upload" you intend for the Third District Court of Appeal to accept the document described above to be filed. You also acknowledge that this electronic filing is the same content and you have the same "good faith" obligations as you would on a signed paper document.

100%

Once a **Document type** category is selected, go to the next drop-down box to select the specific document.

https://edca.3dca.flcourts.org/EFileNC.aspx?NewCaseFlag=0&CaseID=0&

Registered Filers EFile - No Case

File Edit View Favorites Tools Help

eDCA

Third District Court of Appeal

[Case List](#) [Case](#) [Docket](#) [File Document](#) [Pending Filings](#) [Rejected Filings](#) [My Profile](#) [Logoff](#)

Appellant/Petitioner: _____

Appellee/Respondent: _____

Emergency ☐

Document Type: Petitions

Document: _____

Title(if Other selected above): _____

Filed on behalf of: _____

PDF File to Upload: _____

Note to Clerk (optional): _____

Expanded E- _____

Other Petition

Petition Alleging Ineffective Appellate Counsel

Petition for Belated Appeal

Petition for Certiorari Filed

Petition Habeas Corpus

Petition Mandamus

Petition Prohibition

Petition Review Admin. Order

Petition/Review of Non Final Admin. Action

All documents uploaded to the system must be in Adobe PDF Format. [For help meeting this requirement click here.](#)

By clicking "upload" you intend for the Third District Court of Appeal to accept the document described above to be filed. You also acknowledge that this electronic filing is the same content and you have the same "good faith" obligations as you would on a signed paper document.

Upload

100%

To see what documents are included in each document type category, please consult the following list of document types and pleadings present in the drop-down boxes.

3rd DCA E-Filing Documents in eDCA

NOTICES OF APPEAL

- New Notice of Appeal
- Notice of Appeal Transmittal
- Amended Notice of Appeal
- Notice of Cross Appeal
- Notice of Joinder
- Notice of Appeal to Supreme Court
- Notice to Invoke Discretionary Jurisdiction in Florida Supreme Court

PETITIONS

- Other Petition
- Petition Alleging Ineffective Assistance of Appellate Counsel
- Petition for Belated Appeal
- Petition for Certiorari
- Petition Habeas Corpus
- Petition Mandamus
- Petition Prohibition
- Petition for Review-Admin. Order
- Petition/Review of Non Final Admin. Action

MOTIONS FOR EXTENSION OF TIME

- Extension for Court Reporter Transcripts
- Extension for Answer Brief
- Extension for Initial Brief
- Extension for Reply Brief
- Extension for Record
- Other Extension of Time
- Extension to File Response
- Accept Brief as Timely Filed

BRIEFS

- Amended Answer Brief
- Amended Initial Brief
- Amended Reply Brief
- Amicus Curiae Brief
- Appellant's Reply Brief
- Appellant's Answer Brief
- Appellee/Cross-Appellant's Reply Brief
- Cross-Appellant's Initial Brief
- Cross-Appellee's Answer Brief
- Initial Brief on Merits
- Supplemental Appellant's Initial Brief
- Supplemental Appellee's Answer Brief
- Supplemental Appellant's Reply Brief

APPENDIX

- Appendix

LOWER TRIBUNAL DOCUMENTS

- Index
- Insolvency/Indigency Order from Lower Tribunal
- Order Appealed
- Received Records
- Order from Circuit Court/Agency

MISCELLANEOUS PLEADINGS

- Affidavit
- Certificate of Indigency
- Oral Argument Receipt
- Suggestion of Bankruptcy

3rd DCA E-Filing Documents in eDCA

ALL OTHER MOTIONS

- Other Motion
- Motion For Substitution of Counsel
- Motion for Appointment of Counsel
- Motion for Attorney's Fees
- Motion for Continuance of Oral Argument
- Motion for Leave to File Amended Brief
- Request/Motion for Oral Argument
- Motion for Voluntary Dismissal
- Motion to Appear Forma Pauperis
- Motion to Compel
- Motion to Consolidate
- Motion to Correct Record
- Motion to Dismiss
- Motion to Expedite
- Motion to File Enlarged Brief
- Motion to File Supplemental Brief
- Motion to Relinquish Jurisdiction
- Motion to Remand
- Motion to Stay
- Motion to Strike
- Motion to Withdraw as Counsel

NOTICES

- Other Notice
- Notice of Agreed Extension of Time
- Notice of Appearance
- Notice of Change of Address
- Notice of Filing
- Notice of Supplemental Authority
- Notice of Voluntary Dismissal

RESPONSES TO PETITIONS/ORDERS/MOTIONS

- Reply
- Response
- Status Report

MOTIONS FOR REHEARING/REINSTATEMENT

- Motion for Clarification
- Motion for Rehearing
- Motion for Rehearing/Rehearing En Banc
- Motion for Rehearing EN BANC
- Motion for Reinstatement
- Motion to Certify to Supreme Court

After filling out the appellant/appellee information and selecting the document type and document from the drop-down boxes, type the title of the document (if selected a document of “Other”) and who it is filed on behalf of (the appellant, appellee, etc).

Finally, select **Browse** to find the PDF document to be uploaded and filed with the court.

The last field is a “**Note to Clerk**” section, which is optional. This note field is NOT for registered users to ask the clerk’s office or the court for anything, but rather to give helpful information regarding the filing. For instance, if the filer knew the case number but selected the “**Don’t know the case number**” option because he or she was not already on the case, it is helpful to type in the case number in the note field. These notes are not saved after a document is electronically filed.

https://edca.3dca.flcourts.org/EFileNC.aspx?NewCaseFlag=0&CaseID=0&

Registered Filers EFile - No Case

File Edit View Favorites Tools Help

Convert Select

eDCA

Third District Court of Appeal

[Case List](#) [Case](#) [Docket](#) [File Document](#) [Pending Filings](#) [Rejected Filings](#) [My Profile](#) [Logoff](#)

Appellant/Petitioner: John Smith

Appellee/Respondent: State of Florida

Emergency ☐

Document Type: Notices

Document: Notice of Appearance

Title(if Other selected above):

Filed on behalf of: John Smith

PDF File to Upload: Browse...

Note to Clerk (optional):

[Expanded E-Filing Guide with Document Category Reference Sheet.](#)

All documents uploaded to the system must be in Adobe PDF Format. [For help meeting this requirement click here.](#)

By clicking "upload" you intend for the Third District Court of Appeal to accept the document described above to be filed. You also acknowledge that this electronic filing is the same content and you have the same "good faith" obligations as you would on a signed paper document.

Upload

100%

If a filer has not completed all of the required boxes before selecting "Upload," the document will not upload, but a red astrisk (*) will appear next to the box(es) which still need to be completed.

Registered users should note that the court expressly does NOT require electronic filings to contain the filer's original signature. Rather, by clicking the **Upload** button, the filer certifies the following:

By clicking "upload" you intend for the Third District Court of Appeal to accept the document described above to be filed. You also acknowledge that this electronic filing is the same content and you have the same "good faith" obligations as you would on a signed paper document.

If an electronic filing does not comply with the court's rules regarding electronic filing, it may be electronically rejected.

When an electronic document is submitted, a page will generate informing the filer that the document has been submitted to the clerk's office and suggesting that the filer print that page for his or her records.

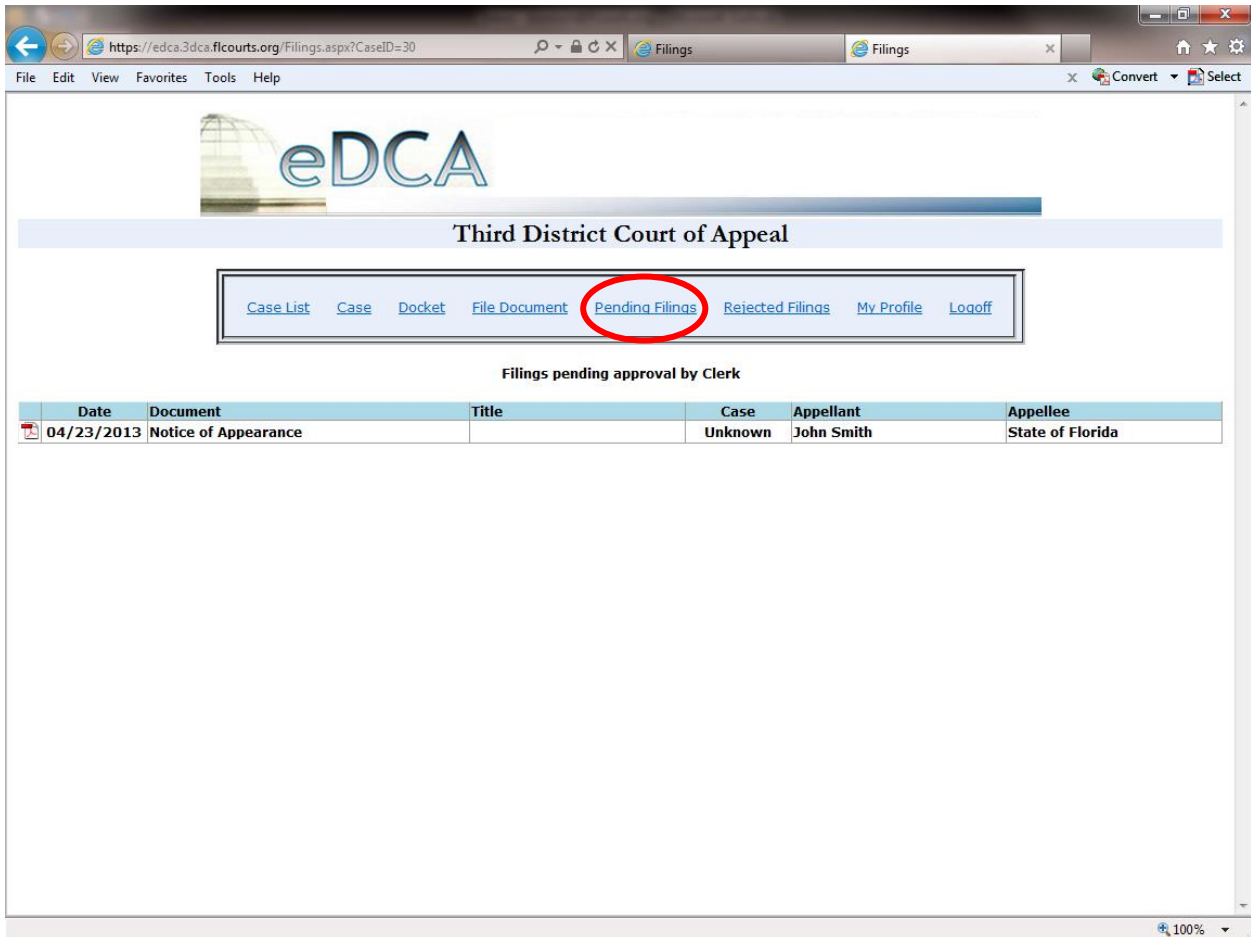
The screenshot shows a web browser window with the URL <https://edca.3dcourt.org/Success.aspx?CaseID=0&EFilerID=1016&FC>. The page title is "Third District Court of Appeal". The navigation bar includes links: Case List, Case, Docket, File Document, Pending Filings, Rejected Filings, My Profile, Logoff, and Briefs in Other Cases. The main content area is titled "eFiling Confirmation" and states: "Your Document has been received. The Clerk of the Court will process the document during regular business hours. Once processed you will be notified via email. You may print this page for your records." Below this, the case name "John Smith vs State of Florida" is displayed. The clerk's name, "Mary Cay Blanks, Clerk", is shown. A table lists the filing details:

Filer:	Mary Cay Blanks
Bar No.:	
EMail:	blanksm@fcourts.org
Type:	Notice
Document:	Notice of Appearance
Title:	
On Behalf of:	John Smith
Date Filed:	04/23/2013
Time Filed:	03:01

Below the table, a note states: "NOTE: The clerk's office is not currently serving a copy of your document to the other parties. It is your responsibility to continue to serve a copy to all parties. A copy of the filed document may be obtained from the 'Pending Filings' page for service to the other parties."

H. Pending Filings

The **Pending Filings** link will take users to a screen showing a list of all their filings which are not yet docketed and are still pending approval by the clerk's office. Once a filing has been docketed or rejected, it will no longer show on the pending filings list.




The screenshot shows the eDCA (Electronic Docketing and Case Administration) interface for the Third District Court of Appeal. The navigation bar includes links for Case List, Case, Docket, File Document, Pending Filings (highlighted with a red circle), Rejected Filings, My Profile, and Logoff. Below the navigation bar, a table titled "Filings pending approval by Clerk" displays the following data:


Date	Document	Title	Case	Appellant	Appellee
04/23/2013	Notice of Appearance		Unknown	John Smith	State of Florida

I. Rejected Filings

The **Rejected Filings** link will take users to a list of all their documents which have been rejected by the court. The listing shows the date filed, the document type, the date rejected, the reason for the rejection, the case number (if known), and the appellant/appellee. There is also a PDF icon which allows the user to view the rejected document, which may be helpful in identifying which document has been rejected. The full reason for the rejection is present in the email which automatically goes to the filer at the time of rejection.



The screenshot shows a web browser window with the URL <https://edca.3dca.flcourts.org/Rejections.aspx?CaseID=30>. The page features the eDCA logo and the title "Third District Court of Appeal". A navigation bar contains links: [Case List](#), [Case](#), [Docket](#), [File Document](#), [Pending Filings](#), [Rejected Filings](#) (circled in red), [My Profile](#), and [Logoff](#). Below the navigation bar is a table with the following data:

View	Filed	Document	Rejected On	Reason	Case	Appellant	Appellee
	04/23/2013	Notice of Appearance	04/23/2013	Incomplete Document Filed		John Smith	State of Florida

J. User Profile

The **My Profile** link will take users to their electronic filing profile where they can edit their information and email address. While a user may change his or her email and physical address in the registered user's eDCA profile, any change of address of the user must still be filed with the court as a notice so that it can be changed in the court's case management system.



https://edca.3dca.flcourts.org/Profile.aspx?CaseID=30

File Favorites Tools Help

eDCA

Third District Court of Appeal

[Case List](#) [Case](#) [Docket](#) [File Document](#) [Pending Filings](#) [Rejected Filings](#) [My Profile](#) [Logoff](#)

Electronic Filing Profile

First	Middle	Last	Suffix
Name: Mary Cay		Blanks	
Firm/Company: Third District Court of Appeal			
Title: Clerk			
Address: 2001 S.W. 117 Avenue			
City/State/Zip: Miami		FL	33175
Phone: 305-229-3200		Fax: 305-229-3232	
Primary Email: user@flcourts.org			
Secondary Emails:			
Bar No:		DC No.:	
Password:		Confirm:	

The Third District Court of Appeal has the capacity to service documents to you electronically using eDCA. We must have your authorization to allow documents to be serviced to you electronically. Check the box below if you authorize.

☒ I will receive email notification (eService) of Court Orders

If not, please give a reason: